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**INFORMATION ON PAPS FOR KILLIAN BOARD BRIEFING**

**I. Function of Administrative Plans**

The Agency frequently undertakes projects which, by their nature cannot be administered in accordance with published Agency regulations. The reasons for this vary widely. In such cases it is necessary to determine, on a case-by-case basis, the maximum amount of administrative control and protection of government interest which can be attained. Once this is determined, it is the function of the Project Administrative Planning Staff to prepare a document known as an Administrative Plan, which is, in effect, a special regulation designed for individual projects not susceptible to normal administrative procedures. This document prescribes methods to safeguard the government interest through application of optimum standards of administration in the light of specific operational circumstances; describes procedures by which controls are made effective; and also describes the administrative responsibilities of Agency components involved in carrying out the activity.

**II. Projects which Require Administrative Plans**

The Agency's experience has indicated that Administrative Plans are generally required for the following types of activities:

(a) Subsidies. Subsidies involve the disbursement of government funds and/or materiel as grants to support the activities of individuals or groups which are not directly controlled or controllable by CIA;

(b) Proprietaries. Proprietary projects involve an investment of government funds by the Agency as the legal or beneficial owner of all or any part of an organization or undertaking; and,

(c) Any other project which because of its magnitude, sensitivity, complexity or inherent characteristics requires extraordinary authority or special procedures for its support and control, or effective administration.

**III. Content of Administrative Plans**

Administrative Plans usually deal with problems arising in such areas as the following:

(1) Budgetary practices;

(2) Funding methods;

(3) Recognition and protection of government ownership and control;

(4) Capital structure;

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- (5) Custody and disbursement of funds;
- (6) Accounting, auditing and financial reporting requirements;
- (7) Expense policies;
- (8) Management policies;
- (9) Procurement policies;
- (10) Acquisition or lease of real property;
- (11) Personnel policies and employee benefits;
- (12) Potential liquidation requirements;
- (13) Authority for writeoff of government funds; and,
- (14) General commercial policies, as appropriate.

#### IV. Procedure

The case officer assigned by the responsible operating division contacts PAPS, and it in turn assigns an Administrative Analyst to assist with the project. The man from PAPS and the Division case officer collaborate with the competent technical elements of the Agency, as required, to study the circumstances of the project and draft a tentative Plan. A meeting is then held with representatives of interested Agency components in attendance. At this meeting the tentative Administrative Plan is presented and modified if necessary to reflect the views of the responsible elements attending the meeting. The agreed text is then forwarded for approval to the D/P and for authorization to the D/S. When the above procedure has been completed, the project is activated. The same basic procedure is followed for amendments to Administrative Plans which are put into effect to reflect changed procedures or situations and to provide for liquidation when projects are terminated. We believe this procedure provides a method by which all Agency elements capable of contributing to project administration can be heard and their suggestions evaluated and applied in the light of operational requirements.

#### V. Scope of the Administrative Planning Process

As of 31 December 1955, the Agency had in effect  Administrative Plans for active projects. These Plans covered activities in every area division and certain clandestine operations of the D/I and D/S. About  new Plans are turned out each month, in addition to a continuing review of existing Plans for adequacy and compliance, also undertaken by PAPS.

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